

SAMPLE EXPENDITURES REPORTING LETTER



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 38 ENGINEERING INSTALLATION WING (AFMC)
TINKER AIR FORCE BASE, OKLAHOMA

Your Letter Head

(DATE)

MEMORANDUM FOR YOUR OFFICE SYMBOL & ADDRESS

FROM: 38 EIG/PKK

SUBJECT: FY__ CSA Expenditures for Local Commercial Communications
Services, Communication Services Authorization Number _____

1. The contracting officer has reported an obligation for the amount of \$_____ against the subject CSA for FY__. This obligation amount is reported to the Air Force Materiel Command and the Air Staff
2. This amount represents the anticipated pro-rated value of services under subject CSA, and may require adjustment if the actual expense is an amount greater than 10% (plus or minus) than the amount reported above.
3. Notify the undersigned contracting officer/contract specialist by letter or e-mail NOT _____, if an adjustment to the reported amount is necessary.
4. Further inquiry may be directed to the undersigned at telephone _____ commercial, _____ DSN, or e-mail _____.

(SIGNED BY)

Contracting Officer/
Contract Specialist

SAMPLE SECURITY LETTER
(Requirement for RFP Package)



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 38 ENGINEERING INSTALLATION WING (AFMC)
TINKER AIR FORCE BASE, OKLAHOMA

Your Letter Head

(DATE)

MEMORANDUM FOR (BASE SECURITY UNIT AND ADDRESS)

FROM: 38 EIG/PKK
4001 Hilltop Rd
Tinker AFB OK 73145-2713

SUBJECT: Security Requirements in Support of Local Telephone Service Contract
For (BASE NAME)

1. The 38th is currently in the process of preparing contracting documents to competitively reaward the local phone service contract (CSA) at (Base Name). We must inform the contractor of security requirements at your base. In order to accomplish this, we require you to inform us of any issues that need to be provided to the contractor. If there are no issues, a negative reply is necessary. We've attached a coordination document for documentation purposes. If you wish to have specific issues addressed in our contracting documents, please make them known to us. The attached Basic Agreement Statement of Work (SOW) describes the typical services that will be acquired under this contract. The following paragraph provides a definition of a CSA, and may be helpful in your understanding of the service we will be contracting.

2. Our contracts provide local phone service to an installation. Services include incoming/outgoing trunks and business lines. These trunks and business lines give each Air Force base access into the local phone service network. Local phone service network provides access to emergency 911, 1-800, and directory/operator services. Each base also leases their base telephone number from the local telephone companies via these contracts. Basically, it's leased telephone service just like residential phone service in homes.

3. The contractor's facility will not be physically located on the Air Force installation. Contractor visitation on the installation will be minimal. The local phone service contractor will basically only make service visits just as other off-base service providers (i.e., vending services/supplies).
4. POC for this action is (Contract Specialist Name), (DSN #) or the undersigned.

(CO's Name)

Contracting Officer

BASE SECURITY OFFICE REVIEW

The base security office has completed review. The following applies:

☐

We have special security concerns at our installation.
Please include them in the contract. Attached are our concerns.

☐

We have no special security concerns at our installation
that need to be included in this contract

SIGNATURE
Base Security Office

SAMPLE SAFETY LETTER
(Requirement for RFP Package)



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 38 ENGINEERING INSTALLATION WING (AFMC)
TINKER AIR FORCE BASE, OKLAHOMA

Your Letter Head

(DATE)

MEMORANDUM FOR (BASE SAFETY UNIT AND ADDRESS)

FROM: 38 EIG/PKK
4001 Hilltop Rd
Tinker AFB OK 73145-2713

SUBJECT: Safety Requirements in Support of Local Telephone Service Contract
For (BASE NAME)

1. The 38th is currently in the process of preparing contracting documents to competitively reaward the local phone service contract (CSA) at (Base Name). We must inform the contractor of safety requirements at your base. In order to accomplish this, we require you to inform us of any issues that need to be provided to the contractor. If there are no issues, a negative reply is necessary. We've attached a coordination document for documentation purposes. If you wish to have specific issues addressed in our contracting documents, please make them known to us. The attached Basic Agreement Statement of Work (SOW) describes the typical services that will be acquired under this contract. The following paragraph provides a definition of a CSA, and may be helpful in your understanding of the service we will be contracting.

3. Our contracts provide local phone service to an installation. Services include incoming/outgoing trunks and business lines. These trunks and business lines give each Air Force base access into the local phone service network. Local phone service network provides access to emergency 911, 1-800, and directory/operator services. Each base also leases their base telephone number from the local telephone companies via these contracts. Basically, it's leased telephone service just like residential phone service in homes.

3. The contractor's facility will not be physically located on the Air Force installation. Contractor visitation on the installation will be minimal. The local phone service contractor will basically only make service visits just as other off-base service providers (i.e., vending services/supplies).
4. POC for this action is (Contract Specialist Name), (DSN #) or the undersigned.

(CO's Name)

Contracting Officer

BASE SAFETY OFFICE REVIEW

The base security office has completed review. The following applies:

☐

We have special/additional safety requirements at our installation. Please include them in the contract. Attached are our concerns.

☐

We have no special safety requirements at our installation that need to be included in this contract

SIGNATURE
Base Safety Office